

Board of County Commissioners

Minutes of the Proceedings - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, June 7, 2022

3:30 PM

Commissioners Board Room

Roll Call/Call to Order

Present: Chairman Troy Thompson, Vice Chairman Brian Lovett, Commissioner Linda Heath, Commissioner K. N. Buck Holmes, Commissioner Gunnar Malm

Minutes

1. Consideration of the Minutes of Proceedings for May 17, 2022.

[22 - 313](#)

Attachments: [Draft Minutes May 17, 2022](#)

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

Consent Agenda

Approval of the Consent Agenda

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, to approve the Consent Agenda. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

2. Consideration of an agreement between Laramie County, WY, and Katherine Rhoades to grant a license to occupy 3901 Archer Pkwy as a caretaker of the property. It is part of the caretaker's job description and requirement that the caretaker/employee lives on the premises of the Archer property to perform job functions.

[22 - 289](#)

Attachments: [Agreement, Katherine Rhoades](#)

This agenda item was approved.

3. Consideration of the ratification of an addendum between Laramie County, WY, and Honnen Equipment Co to allow Public Works to rent a 2018 John Deere 772G motor grader with 6WD.

[22 - 293](#)

Attachments: [Addendum, Honnen Equipment Co](#)

This agenda item was approved.

4. Consideration of a contract between Laramie County, WY, and Rocky Mountain Derby Promotions in the amount of \$14,600 to provide demolition derby and motorcycle barrel racing at the Archer Complex. [22 - 290](#)

Attachments: [Contract, Rocky Mountain Derby Promotions](#)

This agenda item was approved.

5. Consideration of an addendum and rental agreement between Laramie County, WY, and Games Galore Party Rental, Inc in the amount of \$14,628.72 to provide inflatable games as described in attachment A. [22 - 291](#)

Attachments: [Addendum and Rental Agreement, Games Galore Party Rental, Inc, County Fair](#)

This agenda item was approved.

6. Consideration of an addendum between Laramie County, WY, and Brave Enough Entertainment in the amount of \$6,500 to provide Taikai VR Escape as described in attachment A. [22 - 292](#)

Attachments: [Addendum, Brave Enough Entertainment, County Fair](#)

This agenda item was approved.

7. Consideration of an agreement between Laramie County, WY, and Alpacaglobo, LLC, in the amount of \$3,500 to provide balloon twisting entertainment at the Laramie County Fair. [22 - 277](#)

Attachments: [Agreement, Alpacaglobo, LLC](#)

This agenda item was approved.

8. Consideration of a resolution approving an American Rescue Plan Grant in an amount not to exceed \$7,000 to the Cheyenne Regional Medical Center Forensic Nursing Program for training. [22 - 304](#)

Attachments: [Grant Award, ARPA, CRMC](#)

This agenda item was approved.

9. Consideration of an agreement between Laramie County, WY, and Glass Masters in an amount not to exceed \$64,625 for removal and replacement of existing front entry doors at the Laramie County Governmental Complex. [22 - 303](#)

Attachments: [Agreement, Glass Masters, Front Entrance](#)

This agenda item was approved.

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10. Consideration of the ratification of a resolution authorizing acceptance of a grant award from the American Heart Assoc in the amount of \$2,500 for a Healthy for Life Community Nutrition Grant program for the Extension office to run through Oct 15, 2022. [22 - 294](#)

Attachments: [Grant Award, American Heart Assoc](#)

This agenda item was approved.

11. Consideration of a nonattest accounting services agreement between Laramie County, WY, and RLR, LLP in an amount not to exceed \$18,600 for nonattest accounting services. [22 - 288](#)

Attachments: [FY22 Nonattest Accounting Services Agreement, RLR LLP](#)

This agenda item was approved.

12. Consideration of the following fees collected by various County entities for April 2022: County Clerk, \$132,644.55; Sheriff, \$168,746.60; Clerk of District Court, \$19,430.00; Shooting Sports, \$15,299.38; Planning & Development, \$104,799.09; Circuit Court, \$45,064.50; DUI Court, \$620.00; Drug Court, \$220.00. [22 - 314](#)

Attachments: [April Fees 2022](#)

This agenda item was approved.

13. Consideration of the following part-time salaries in the amount of \$33,674.91 for May 2022: Planning, \$560.00; Shooting Sports, \$3,403.64; Events Dept, \$1,254.00; Buildings/Maintenance, \$14,417.42; Sheriff Operations, \$4,246.42; Detention, \$8,157.12; District Court, \$892.50; Drug/DUI Courts, \$743.81. [22 - 315](#)

Attachments: [May Part-time Salaries 2022](#)

This agenda item was approved.

14. Consideration of warrants in the amount of \$1,529,643.02 for May 2022. [22 - 316](#)

Attachments: [May Warrants 2022](#)

This agenda item was approved.

Resolutions

15. Consideration of a resolution giving public notice of public hearing in the establishment of the Bear Paw North Improvement and Service District. [22 - 307](#)

Attachments: [Resolution, Proposed Bear Paw North Improvement and Service Dist](#)
[Petition Formation, Proposed Bear Paw Improvement and Service Dist](#)

County Clerk Debra Lee explained the process for establishing a special district. She said the purpose of the resolution is to accept the petition as filed and establish a hearing date for the proposed district.

William Haifley, applicant, said since the petition was delivered to the County Clerk's office, the last two property owners requested to sign the petition and there is now 100% approval from the property owners.

A motion was made by Commissioner Malm, seconded by Commissioner Holmes, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

Grants

16. Consideration of a US Dept of Treasury, Coronavirus State and Local Fiscal Recovery Fund subaward agreement between Laramie County, WY, and South Cheyenne Water and Sewer Dist in the amount of \$618,750 from ARPA funds for a pressure-reducing valve and bore under S Greeley Hwy to run through Dec 31, 2023. [22 - 280](#)

Attachments: [SLFRF Subgrantee Contract, US Dept of the Treasury, S Cheyenne Water and Sewer Dist](#)

Sandra Newland, Grants, explained the request. Gene MacDonald, representative, thanked the Board of County Commissioners for their consideration and support of the funding request.

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

17. Consideration of an agreement between Laramie County, WY, and S&S Builders, LLC in an amount not to exceed \$252,992 for remodeling of Human Resources offices, Ste 140. [22 - 281](#)

Attachments: [Agreement, S&S Builders, LLC](#)

A motion was made by Vice Chairman Lovett, seconded by Commissioner Holmes, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

18. Consideration of a resolution approving an American Rescue Plan Grant in an amount not to exceed \$74,000 to the Town of Albin for needed Community Center upgrades.

[22 - 305](#)

Attachments: [Resolution, ARPA, Town of Albin](#)

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

19. Consideration of a resolution approving American Rescue Plan Nonprofit Grant Funding in an amount not to exceed \$2,431,116.74 to fund 41 community nonprofits.

[22 - 302](#)

Attachments: [Resolution, ARPA Nonprofit Recommendations](#)

Sandra Newland, Grants, explained the ARPA grants will address COVID-impacted populations served by nonprofit organizations. She said Commissioners established guidelines for funding and a review panel. Salaries, benefits, revenue replacement, and ongoing operational costs were not eligible for funding. Forty-eight applications, totaling \$5.5 million, were reviewed.

Ms. Newland read into the record the recommendations of the review panel.

Chairman Thompson opened the meeting for PUBLIC COMMENT. Matthew Snyder and C J Luce, Community Action of Laramie County; Denise Parrish, St Paul's Lutheran Church and Zonta Foundation; Amy Gorbey, Habitat for Humanity; Peaches Tyrrell and Erin Berry, Friday Food Bag; Taylor Albert, Needs; Kristin Custis, Big Brothers Big Sisters; Brenda Birkle, My Front Door; and Misty Savage, Climb Wyoming, expressed their appreciation of the process and explained how the funds will help their organizations and the populations they serve. They commended Ms. Newland and said her assistance was invaluable. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the comment period.

The Board thanked the organizations for the services they provide to Laramie County residents and acknowledged their importance in meeting the needs of the community. The Board also acknowledged and thanked Ms. Newland and the review panel for their work.

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

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20. Consideration of an agreement between Laramie County, WY, and LINX Multimedia in an amount not to exceed \$104,185.39 to provide AV equipment for the Commissioners boardroom. [22 - 306](#)

Attachments: [Agreement, LINX Multimedia](#)

A motion was made by Commissioner Heath, seconded by Vice Chairman Lovett, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

Contract/Agreement/Leases

21. Consideration of the ratification of an agreement between Laramie County, WY, and Pouppirt Architects in an amount not to exceed \$461,700 to provide professional design services in connection with the full design of the new Cheyenne Senior Activity Center. [22 - 278](#)

Attachments: [Agreement, Pouppirt Architects](#)

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

22. Consideration of a memorandum of understanding between Laramie County, WY, and the other Wyoming counties for the Wyoming boards of county commissioners to annually host staffers from the United States Congress on tour of public lands and resources in the state. The counties agree to contribute funds on an annual basis to cover a portion of the costs of the tour. [22 - 279](#)

Attachments: [MOU, Congressional Tour Initiative](#)

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

23. Consideration of an agreement between Laramie County, WY, and the City of Cheyenne in an amount not to exceed \$109,000 to authorize the City to furnish the County with animal control services. [22 - 317](#)

Attachments: [Agreement, City of Cheyenne](#)

A motion was made by Commissioner Malm, seconded by Commissioner Holmes, that this agenda item be approved. The motion carried by the

following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 24.** Consideration of two separate quitclaim deeds between Laramie County, WY, Clear Creek Land Co, LLC and Granite Peak Development, LP, respectively to transfer property at Swan Ranch. [22 - 295](#)

Attachments: [Quitclaim Deed, Clear Creek Land Co, LLC](#)
[Quitclaim Deed, Granite Peak Development, LP](#)

A motion was made by Commissioner Malm, seconded by Commissioner Heath, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 25.** Consideration of a photo and video location/premises release form between Laramie County, WY, and West Edge Collective to allow West Edge Collective employees, agents and necessary production equipment to be in and around the Laramie County Combined Communications Center. [22 - 282](#)

Attachments: [Premise Release Form, West Edge Collective](#)

A motion was made by Vice Chairman Lovett, seconded by Commissioner Heath, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 26.** Consideration of an agreement between Laramie County, WY, and the Carpenter Water Dist to purchase water at a rate of \$25 per load, not to exceed 3,500 gallons per load and not to exceed more than seven loads per day four days per week. [22 - 296](#)

Attachments: [Water Purchase Agreement, Carpenter Water Dist](#)

A motion was made by Vice Chairman Lovett, seconded by Commissioner Holmes, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

Land Use:Variances/Board App./Plats

- 27.** PUBLIC HEARING regarding a Zone Change from A2 - Agricultural to AR - Agricultural Residential and a Subdivision Permit & Plat for Four Mile Meadows Subdivision, 2nd Filing, for a portion of the NE1/4 Sect 17 T14N, R65W, of the 6th PM, Laramie County, WY.

[22 - 297](#)

Attachments: [Four Mile Meadows Subdivision, 2nd Filing, Zone Change and Subdivision Permit & Plat](#)

Mason Schuricht, Planning, said Steil Surveying LLC, on behalf of Karol Lynn Krug, submitted Zone Change and Subdivision Permit & Plat applications for Four Mile Meadows Subdivision, 2nd Filing, consisting of five tracts located south of E Four Mile Rd and east of Windy Ln. The applications were submitted to request a zone change from A2-Agricultural to AR-Agricultural Residential and to subdivide the property into 31.5 acres out of 87.22-acre tracts. Both applications were combined into one staff report for ease of presentation and discussion, with separate motions required.

Mr. Schuricht said based on evidence provided, staff recommends approval of the zone change with the adoption of findings of fact a and b and approval of the subdivision permit and plat with the adoption of findings of fact a and b.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Thompson closed the hearing.

A motion was made by Commissioner Holmes, seconded by Commissioner Malm, to approve the zone change from A2 to AR for a portion of the NE1/4 Sect 17 T14N, R65W, Laramie County, WY, and adopt the findings of fact a and b as shown on 'Exhibit A' – Zone Change Map. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

A motion was made by Commissioner Malm, seconded by Commissioner Holmes, to approve the subdivision permit and plat for Four Mile Meadows Subdivision, 2nd Filing, and adopt the findings of fact a and b as shown in the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 28.** PUBLIC HEARING regarding a Zone Change from A2 - Agricultural to AR - Agricultural Residential and a Subdivision Permit & Plat for Four Mile Meadows Subdivision, 3rd Filing, for a portion of the E1/2 NW1/4 Sect 17, T14N, R65W, of the 6th PM, Laramie County, WY.

22 - 298

Attachments: [Four Mile Meadows Subdivision, 3rd Filing, Zone Change and Subdivision Permit & Plat](#)

Marissa Pomerleau, Planning, said Steil Surveying LLC, on behalf of Margarete and Kenneth Dunlap, submitted Zone Change and Subdivision Permit & Plat applications for Four Mile Meadows Subdivision, 3rd Filing. The applications were submitted to request a zone change from A2-Agricultural to AR-Agricultural Residential and to subdivide the property into three tracts with a 39.13-acre remainder parcel that will remain unplatted. Both applications were combined into one staff report for ease of presentation and discussion, with separate motions required.

Ms. Pomerleau said based on evidence provided, staff recommends approval of the zone change with the adoption of findings of fact a and b and approval of the subdivision permit and plat with the adoption of findings of fact a and b.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Thompson closed the hearing.

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to approve the zone change from A2 to AR for a portion of the E1/2 NW1/4 Sect 17, T14N, R65W, of the 6th PM, Laramie County, WY, and adopt the findings of fact a and b as shown on 'Exhibit A' – Zone Change Map. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to approve the subdivision permit and plat for Four Mile Meadows Subdivision, 3rd Filing, and adopt the findings of fact a and b as shown in the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

29. PUBLIC HEARING regarding vacation of Tracts 1 and 2, Foster Tracts, 2nd Filing, Laramie County, WY.

[22 - 299](#)

Attachments: [Tracts 1 and 2, Foster Tracts, 2nd Filing, Vacation](#)

Michael Surface, Planning, said Steil Surveying submitted a vacation for Tracts 1 and 2, Foster Tracts, 2nd Filing, on behalf of Betty A. Middlestadt. The vacation was submitted to allow a family subdivision exemption. Mr. Surface explained that tracts of land within a platted subdivision do not qualify for a subdivision exemption. He further noted that if the Board approves the partial vacation, the existing lot line will be removed and redrawn under the subdivision exemption. This will correct the problem of two structures sitting on or over existing lot lines.

Mr. Surface said based on evidence provided, staff recommends approval of the vacation with the adoption of findings of fact a, b and c.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Thompson closed the hearing.

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, to approve the vacation of Tracts 1 and 2, Foster Tracts, 2nd Filing, Laramie County, WY, and adopt the findings of fact a, b and c of the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

30. PUBLIC HEARING regarding a vacation of Tract 13, less five acres, Archer Estates, 3rd Filing, Laramie County, WY.

[22 - 300](#)

Attachments: [Tract 13, Archer Estates, 3rd Filing, Vacation](#)

Marissa Pomerleau, Planning, said Steil Surveying Services, on behalf of Marcella and Richard Simmons of Cheyenne, WY, submitted a vacation application for Tract 13, less five acres, Archer Estates, 3rd Filing, located at 11803 Glencoe Dr, Cheyenne, WY. The vacation was submitted in anticipation of the creation of an Administrative Plat so the parcel may be split into two (2) tracts.

Ms. Pomerleau said based on evidence provided, staff recommends approval of the vacation with the adoption of findings of fact a.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Thompson closed the hearing.

A motion was made by Commissioner Heath, seconded by Commissioner Holmes, to approve the vacation of Tract 13, less 5 acres, Archer Estates, 3rd Filing, Laramie County, WY, Laramie County, WY, upon approval of the Administrative Plat and adopt the findings of fact a of the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 31.** Consideration of the "Acceptance of Petition for Establishment, Alteration, and/or Vacation of Co Hwy, pursuant to WS 24-3-101 et seq, and Appointment of Viewer." This petition pertains to the vacation of a public right-of-way known as West Rd, described as beginning at the intersection of the south lines of Tracts 13 & 14, Hillsdale South Ranchettes, 1st Filing, and running thence south between Tracts 13 & 14, Hillsdale South Ranchettes, 1st Filing, a distance of 657.2 feet more or less and terminating at the south boundary of Hillsdale South Ranchettes, 1st Filing.

[22 - 301](#)

Attachments: [Resolution for Road Petition & Appt Viewer, West Rd](#)

Justin Arnold, Planning, explained that the resolution is to appoint viewer and it is a vacation request to accommodate a replat by a developer.

Chairman Thompson opened the meeting for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Thompson closed the comment period.

A motion was made by Commissioner Malm, seconded by Commissioner Holmes, to accept the petition and appoint Molly Bennett, Public Works Director, or her designee as viewer. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

The meeting adjourned at 4:45 pm.

CERTIFICATION

I, Debra K. Lee, Clerk of Laramie County, do hereby certify the above to be a true and correct copy of the Minutes of the Proceedings for Tuesday, June 7, 2022.

Approved by : Debra K. Lee, County Clerk

Reviewed by : Troy Thompson, Chairman,

Board of County Commissioners

Reasonable Accommodations

This information is available in alternate forms. If reasonable accommodations are required, contact Laramie County Human Resources at (307) 633-4355 or lchr320@laramiecounty.com at least two business days prior to the meeting.